



Department of Public Works
Permit & Inspection Division – Mechanical Department

City of Baton Rouge
Parish of East Baton Rouge

300 N. 10th St.
Baton Rouge, Louisiana 70802
Phone: (225) 389-3217
Fax: (225) 389-3938

TO: All Heating & Air Conditioning Contractors

FROM: Brett Bourgoyne, Chief Code Enforcement Officer

SUBJECT: 2022 License Renewal

License Renewal Information

Once again it is license renewal time and enclosed is a 2021 license renewal application form. Please be sure that the licensee's name is filled in clearly on the proper blank of the application.

You must submit your completed application and renewal fee to the Mechanical Section by **December 31, 2021**. Applications submitted after December 31, 2021 **will** be assessed a late fee of ten dollars (\$10.00) per month until **March 1, 2022**. If you fail to renew your license before **March 1, 2022**, you will be required to re-apply in the same manner as a new applicant.

Along with your license renewal application, you must also submit the following documentation:

1. A copy of your state license (**if applicable**) indicating expiration date.
2. A current copy of your insurance certificate. (**City of Baton Rouge must be listed as the Certificate Holder**)
3. A current copy of your surety bond. (**Send original copy with City of Baton Rouge listed as Oblige and MUST include a beginning and ending date**)
4. A copy of your State of Louisiana – Department of Revenue & Taxation Sales Tax Registration Certificate.

NOTE: NO PERMIT APPLICATION WILL BE PROCESSED OR REQUESTED INSPECTIONS MADE IF ITEMS 1 - 4 ARE NOT CURRENT AT THE TIME OF A REQUEST.

The cost for renewing your license will be as follows:

(a)	Class A	\$100.00
(b)	Class B	\$ 40.00
(c)	Class R	\$ 40.00
(d)	Fire Extinguisher	\$ 40.00
(e)	Maintenance License	\$ 40.00
	M-1, M-2, M-3 (Circle one)	

General Information

- Please be reminded that state oversight of the rules and regulations pertaining to code enforcement is the responsibility of the Louisiana State Uniform Construction Code Council (LSUCCC). The mechanical and fuel gas code in effect as **February 1, 2018** is the **2015 International Mechanical Code, 2015 International Fuel Gas Code for Commercial and 2015 International Residential**

Code mechanical and fuel gas sections. Codebooks can be purchased on-line at www.iccsafe.org or at local bookstores. The permit office does not sell code books. Deviations from the code are not allowed unless enacted and approved by the LSUCCC. Also, code adoption is the responsibility of the LSUCCC. Please visit their website at <http://www.dps.louisiana.gov/lsuccc/> to view the currently adopted codes.

- Permits must be purchased prior to commencement of work or the job is subject to a double permit fee charge. To aid us in processing the permit in a timely manner please supply on the mechanical application the correct address and building project numbers.
- PLEASE NOTE THAT IN OCTOBER OF 2011, THE PERMIT & INSPECTION DIVISION IMPLEMENTED A NEW WEB-BASED PERMITTING SYSTEM CALLED MYPERMITNOW. We encourage each of you to log on to www.mypermitnow.org and click on the “Customer Portal” tab and follow the instructions to create your own unique, secure login. This will allow you to access all of your projects. The system allows you to schedule inspections online as well as receive automated notifications of inspection results. **The system now allows you to E-file and purchase permits from the “CUSTOMER PORTAL”.** Inspection requests via fax will not be accepted. Scheduling of inspections online is the preferred method; however, if you choose to schedule an inspection by phone, you must have both the project number and project address.
- The ordinance now allows for before and after-hours non-emergency inspections for a fee of \$150.00 each, payable prior to inspection. All requests for non-emergency inspections shall be made during normal working hours and will be subject to the availability of Inspection Division personnel. The final determination of emergency versus non-emergency status will be by the Building Official or his duly authorized representative. For after hours, emergency inspections, contact the Department of Public Works Dispatcher at (225)389-2070.

We appreciate your cooperation in the past and look forward to working with you in 2022.

Chief Code Enforcement Officer (HVAC)

2022 MECHANICAL LICENSE APPLICATION OR RENEWAL
FOR THE CITY OF BATON ROUGE
PERMITS AND INSPECTION DIVISION

New: Class A \$150.00
FE \$75.00

Renewal: Class A \$100.00
Class B \$75.00
FE \$40.00

COMPANY NAME _____

(Please print or type)

NAME OF PERSON HOLDING LICENSE _____

(Please print or type)

STATE LICENSE NO. _____ B.R. LICENSE NO. _____

COMPANY ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

BUSINESS PHONE NUMBER _____ FAX _____

EMAIL ADDRESS _____

INSURANCE COMPANY NAME _____

POLICY NO. _____ EXPIRATION DATE _____

BOND NO. _____ EXPIRATION DATE _____

SALES TAX REGISTRATION CERTIFICATE NO. _____

CLASS OF LICENSE _____ LICENSE FEE _____

LICENSE HOLDER'S SIGNATURE _____

DATE _____

I _____, verify that all of my trucks being used are completely and properly marked, according to Section 8:18 (c) of the City of Baton Rouge and Parish of East Baton Rouge Heating and Air Conditioning Code.

APPROVED BY _____ DATE _____

RECEIPT NUMBER _____

FOR THE YEAR - 2022